

READING IMPROVEMENT

8 October 1956

PROPOSED OCR DOCUMENT ANALYSIS TRAINING

Length: 20 hours, 2 hours per afternoon, 2 weeks

Enrollment: 6 to 8 OCR/Library employees

Objectives: To develop skills required for accurate and rapid document precis writing.

Description: The document analysis problem is examined from two points of view: (1) reading methods and (2) precis models. The best reading method for each type of document is suggested, for ease, accuracy and speed of reading. A model for extracting a precis for each type of document is formulated, on the basis of document subject, length, and evaluation, and consumer requirements.

Training will be conducted through discussion, critical document examination, and practice at precis writing.

Student evaluation will be based on organization, content and accuracy of a document precis.

Tentative Schedule:

<u>Class Session</u>	<u>Topic</u>
1	Introduction - Principles of Document Analysis
2	Reading Techniques - Finished Intelligence
3	Reading Techniques - Factual reports
4	Organizational patterns
5	Writing principles - discussion and definitions
6	Scientific documents (Air Force, Navy)
7	Political and economic (State)
8	Common interest (CIA: CS & CO)
9	Document length and evaluation
10	Summary of Principles Test
	25 YEAR RE-REVIEW

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